



# JOB OPPORTUNITY

## CALIFORNIA DEPARTMENT OF INSURANCE

### EXECUTIVE ASSISTANT

**\$3288- \$3996**

### EXECUTIVE OFFICE SACRAMENTO

#### RESPONSIBILITIES:

The California Department of Insurance seeks an energetic, motivated candidate for the position of Executive Assistant. Under the direction of the Deputy Commissioner, Health Policy and Reform, the Executive Assistant will perform a broad range of administrative and secretarial duties to multiple Deputy Commissioners within the Department of Insurance. The Executive Assistant must be able to effectively carry out assigned tasks with minimal supervision, be able to work independently and in a team environment, have strong communication skills, work well under pressure when meeting short deadlines, provide coverage to the 17<sup>th</sup> floor reception desk, receive telephone calls and visitors in the Executive Office and determine the nature of each call or visit, provide information or service requested or refer the matter to the appropriate staff person, and arrange meetings. Set up videoconferencing connections to the Sacramento, Los Angeles and San Francisco offices, as needed. Work hours are from 8:00 a.m. – 5:00 p.m.

***Position may be downgraded to an Office Technician (Typing) for recruitment purposes.***

#### DESIRABLE QUALIFICATIONS:

- Excellent communication skills, both orally and in writing;
- Excellent attendance and punctuality;
- Excellent interpersonal skills and the ability to establish and maintain cooperative working relationships;
- Experience in working with the public, and high-level elected officials;
- Strong organizational and critical thinking skills;
- Ability to schedule videoconferencing;
- Ability to exercise sound judgment and diplomacy in dealing with sensitive and confidential assignments;
- Ability to handle multiple assignments efficiently and in a timely manner;
- Ability to work under tight deadlines in a fast-paced environment;
- Experience tracking legislation;
- Strong computer skills with programs, including proficiency with Microsoft Office Word, Excel, PowerPoint, Outlook and Communications Technology.

#### WHO MAY APPLY:

Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the state application.***

#### APPLICATION PROCEDURE:

Send a completed standard State of California application (STD 678) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “Executive Assistant, #413-101-1728-XXX” on the State application.** For additional information, please call (916) 492-3316.

**FINAL FILING DATE:** Thursday, February 12, 2013, by 5:00pm, close of business

**NOTE:** Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

02/01/13 NT

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.